

# **STORM WATER MANAGEMENT**

## **General Permit No. 3**

**Storm water discharge associated with industrial activity from asphalt plants, concrete batch plants, rock crushing plants, and construction sand and gravel facilities**

**A BRIEF GUIDE TO**

### **DEVELOPING POLLUTION PREVENTION PLANS**

### **AND BEST MANAGEMENT PRACTICES**

## **SUMMARY GUIDANCE**

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**WORKSHEETS (page numbers have been omitted from the worksheets)**

- Worksheet #1- Pollution Prevention Team**
- Worksheet #2 - Developing a Site Map**
- Worksheet #3 - Material Inventory**
- Worksheet #3A - Description of Exposed Significant Material**
- Worksheet #4 - History of "Hazardous Condition" Reporting**
- Worksheet #5 - Non-Storm Water Discharge Assessment and Certification**
- Worksheet #6 - Non-Storm Water Discharge Assessment and Failure . to Certify  
Notification**
- Worksheet #7 - Site Evaluation Summary**
- Worksheet #8 - Best Management Practice (BMP) Identification**

## GLOSSARY

**"Best Management Practices"** - Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the United States. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage..

**"Hazardous condition"** means any situation involving the actual, imminent, or probable spillage, leakage, or release of a hazardous substance on to the land, into a water of the state, or into the atmosphere, which creates an immediate or potential danger to the public health or safety or to the environment. 455B.381(2) 1991, Code of Iowa

**"Hazardous substance"** means any substance or mixture of substances that presents a danger to the public health or safety and includes, but is not limited to, a substance that is toxic, corrosive, or flammable, or that is an irritant or that, in confinement, generates pressure through decomposition, heat, or other means. The following are examples of substances which, in sufficient quantity may be hazardous: acids; alkalis; explosives; fertilizers; heavy metals such as chromium, arsenic, mercury, lead and cadmium; industrial chemicals; paint thinners; paints; pesticides; petroleum products; poisons; radioactive materials; sludges; and organic solvents. "Hazardous substances" may include any hazardous waste identified or listed by the administrator of the United States Environmental Protection Agency under the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act of 1976, or any toxic pollutant listed under section 307 of the federal Water Pollution Control Act as amended to January 1, 1977, or any hazardous substance designated under section 311 of the federal Water Pollution Control Act as amended to January 1, 1977, or any hazardous material designated by the secretary of transportation under the Hazardous Materials Transportation Act (49 CFR 172.101). 455B.381(1), 1991 Code of Iowa

**"Large and Medium Municipal Separate Storm Sewer System"** means all municipal separate storm sewers that are either:

- (i.) located in an incorporated place with a population of 100,000 or more as determined by the latest Decennial Census by the Bureau of Census; or
- (ii.) located in the counties with unincorporated urbanized populations of 100,000 or more, except municipal separate storm sewers that are located in the incorporated places, townships or towns within such counties; or
- (iii.) owned or operated by a municipality other than those described in paragraph (i) or (ii) and that are designated by the Director as part of the large or medium municipal separate storm sewer system.

**"Municipality"** - means a city, town, borough, county, parish, district, association, or other public body created by or under State law.

**"Storm water discharge associated with industrial activity from asphalt plants, concrete batch plants, rock crushing plants, and construction sand and gravel facilities"** means storm water discharge associated with industrial activity from facilities primarily engaged in manufacturing asphalt paving mixtures and which are classified under Standard Industrial Classification 2951, primarily engaged in manufacturing portland cement concrete delivered to a purchaser in a plastic and unhardened state and which is classified under Standard Industrial Classification 3273 and those facilities which are classified under Standard Industrial Classifications 1422 or 1423 which are primarily engaged in the crushing, grinding, pulverizing, sizing, or screening of limestone or granite and facilities primarily engaged in operating sand or gravel pits and dredges and in washing, screening, or otherwise preparing sand and gravel for construction purposes and which are classified under Standard Industrial Classification 1442.

# Developing and Implementing Pollution Prevention Plans for Industrial Activities

## SUMMARY GUIDANCE

### ABOUT THIS DOCUMENT

This document contains a step-by-step explanation of the development of an effective **Storm Water Pollution Prevention Plan for Industrial Activities** in the State of Iowa. This document is referred to as the "SUMMARY GUIDANCE" because its primary focus is on the development of the pollution prevention plan. This "SUMMARY GUIDANCE" is consistent with the requirements in Iowa's NPDES General Permit No. 3 for **"storm water discharge associated with industrial activity from asphalt plants, concrete batch plants, rock crushing plants, and construction sand and gravel facilities"**

Any suggestions or comments on improvements to this document should be forwarded to the Storm Water Coordinator at the address on the cover of this document. Questions relating to Iowa's storm water program should also be directed to the Storm Water Coordinator.

### INTRODUCTION

#### WHAT TYPE OF INDUSTRIAL ACTIVITIES NEED TO BE COVERED BY A STORM WATER DISCHARGE PERMIT?

Federal regulations require that storm water discharges from certain "*industrial activities*" be regulated under an NPDES permit. The NPDES permit, a federal waste water discharge permit, is required for storm water or snow melt runoff that drains from areas where industrial activities occur such as plant yards or areas where materials are stored or handled. The complete definition of "*Storm water discharge associated with industrial activity from asphalt plants, concrete batch plants, rock crushing plants, and construction sand and gravel facilities*" can be found in the Glossary. Assistance in understanding who is covered under the regulations can be obtained by calling the Iowa IDNR at (515) 281-8941 and asking for "storm water permit assistance."

#### HOW DOES ONE OBTAIN A NPDES PERMIT FOR A STORM WATER DISCHARGE?

Facilities that discharge storm water associated with industrial activity from asphalt plants, concrete batch plants, rock crushing plants, and construction sand and gravel facilities that are subject to the storm water discharge NPDES permitting requirements are encouraged to apply for coverage under Iowa's General Permit No. 3. Iowa's General Permit No. 3 covers storm water discharges from industrial activity from asphalt plants, concrete batch plants, rock crushing plants, and construction sand and gravel facilities with the exception of activities that cause a land disturbance of five or more acres<sup>1</sup>.

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<sup>1</sup> Dewatering operations at quarrying facilities, mining facilities, sand pits, and gravel pits are not eligible for coverage under General permit No. 3. The construction activities which are not eligible for coverage under General Permit No. 3 are the land disturbance activities such as clearing, grading or excavation in which five or more acres are disturbed. Storm water discharges from these construction (land disturbing) activities are eligible for coverage under General Permit No. 2.

General permit No. 3 contains the terms and conditions of the NPDES permit, but the permit is not applicable to any particular storm water discharge until a completed Notice of Intent (NOI) is submitted to the Iowa Department of Natural Resources (IDNR). The NOI links the "*industrial activity*" at a particular location with the general permit. When a complete NOI is submitted to the IDNR, the storm water discharge is assumed to be covered under the terms and conditions of the general permit, unless the applicant is notified otherwise by the IDNR.

### **WHAT IS A POLLUTION PREVENTION PLAN?**

Storm water runoff is part of the natural hydrologic cycle. However, human activities can alter natural drainage patterns and add pollutants to the rainwater and snow melt that run off the earth's surface and enter our Nation's rivers, lakes, streams, and coastal waters. In fact, recent studies have shown that storm water runoff is a major source of the pollutants that are damaging our sport and commercial fisheries, restricting swimming, and affecting the navigability of many of our Nation's waters. The purpose of the pollution prevention plan is to reduce pollution from these facilities where "*industrial activities*" occur at the source, before it can cause environmental problems that cost the public and private sectors in terms of lost resources and expensive environmental restoration activities. The pollution prevention plan is required to ensure that pollutants are not making their way into the storm water discharge from your site. The pollution prevention plan requires that you select and implement Best Management Practices (BMPs). BMPs can consist of a schedule of activities, prohibitions or practices, maintenance procedures, and other management practices to prevent or reduce pollution in runoff from your site. **In many cases, BMPs may already be in place and just need to be identified in the pollution prevention plan.**

A storm water pollution prevention plan must be developed for each site covered under General Permit No. 3. The plan shall identify the potential sources of pollution which may reasonably be expected to affect the quality of the storm water discharge. The plan shall describe and ensure the implementation of practices which will be used to reduce the pollutants in the storm water discharge. Facilities must implement the provisions of the storm water pollution prevention plan required as a condition of General Permit No. 3.

### **WHAT DOES THIS DOCUMENT CONTAIN?**

This document is organized as a step-by-step guide for developing a pollution prevention plan for a storm water discharge covered under Iowa's NPDES General Permit No. 3. This step-by-step guide is presented as 7 PHASES. Each PHASE focuses on a particular type of information relating to the storm water discharge. Individual steps are identified under each separate PHASE. The pollution prevention planning process is organized as shown on the chart on the next page. The seven major Phases in developing the pollution prevention plan are:

- (1) **Planning And Organization,**
- (2) **Assessment,**
- (3) **Best Management Practice (BMP) Identification,**
- (4) **Implementation,**
- (5) **Evaluation,**
- (6) **General Requirements, And**
- (7) **Special Requirements.**

A set of worksheets and other helpful information are provided at the end of this document to further assist in the development of the pollution prevention plan.

Permittees who are subject to reporting requirements under Section 313 for water priority chemicals of the Emergency Planning and Community Right-to-Know Act (EPCRA), (also known as Title III of the Superfund Amendment and Re-authorization Act [SARA]), are not eligible for coverage under General Permit No. 3, and will need to seek coverage under General Permit No. 1.

**SEVEN PHASES FOR DEVELOPING AND IMPLEMENTING A STORM WATER POLLUTION PREVENTION PLAN FOR INDUSTRIAL ACTIVITIES**

**PHASE 1**  
**PLANNING AND ORGANIZATION**

- **Identify Your Pollution Prevention Team Or Responsible Person**
- **Building On Existing Environmental Management Plans**



**PHASE 2**  
**ASSESSMENT**

- **Develop A Site Map**
- **Identify Potential Pollutant Sources**
- **Identify Past Spills And Leaks**
- **Test For Non-Storm Water Discharges**
- **Existing Monitoring Data**
- **Site Evaluation Summary**



**PHASE 3**  
**BEST MANAGEMENT PRACTICE (BMP) IDENTIFICATION**

- **Good Housekeeping**
- **Preventive Maintenance**
- **Visual Inspections**
- **Spill Prevention And Response**
- **Sediment And Erosion Control**
- **Management of Runoff**



**PHASE 4**  
**IMPLEMENTATION**

- **Implementing Appropriate Controls**
- **Train Employees**



**PHASE 5**  
**EVALUATION**

- **Annual Site Compliance Inspection**
- **Record Keeping And Internal Reporting**
- **Plan Revision**



**PHASE 6**  
**GENERAL REQUIREMENTS**

**Plan Development**  
**Required Signatures**  
**Plan Location And Public Access**  
**IDNR Required Plan Modification**  
**Notice Of Discontinuation**  
**Relocation.**  
**Transferring The Title Of A Permitted Discharge**



**Phase 7**  
**SPECIAL REQUIREMENTS**

**Plan For Discharges Through Municipal Separate Storm Sewer Systems**

**SALT STORAGE PILES**  
**PHASE 1**  
**PLANNING AND ORGANIZATION**

When you start putting your Storm Water Pollution Prevention Plan together, there are two steps that will facilitate the development of your plan. These steps are designed to help you organize your staff and make preliminary decisions:

- decide who will be responsible for developing and implementing your Storm Water Pollution Prevention Plan, and
- look at other existing environmental facility plans to account for consistency and overlap between these other plans with the storm water pollution prevention plan.

**(A) IDENTIFY YOUR POLLUTION PREVENTION TEAM OR RESPONSIBLE PARTY**

As part of developing and implementing your pollution plan, you should: (1) designate a specific individual or team who will **develop, implement, maintain, and revise** your pollution prevention plan, and (2) identify these individuals and describe each person's responsibilities at the site.

Since facilities differ in size and capacity, the number of team members will also vary. Designating one person may be appropriate as long as that individual is qualified to design and implement the plan. The plan should identify those people on site who are most familiar with the facility and its operations; these people, in turn, should provide structure and direction to the storm water management program. In all cases, someone in a senior management position must have overall responsibility for the plan.

**Worksheet #1 - Pollution Prevention Team** (located at the end of this guide) is an example of an appropriate form on which to list the team member(s). To complete this worksheet, list the pollution prevention team member(s) by name, facility position (title), and phone number; include a brief description of each member's specific responsibilities. This list can be directly incorporated into the Storm Water Pollution Prevention Plan.

**(B) BUILDING ON EXISTING ENVIRONMENTAL MANAGEMENT PLANS**

The facility may also be subject to other environmental regulations or required plans for environmental protection. These requirements must also be determined and evaluated by the pollution prevention team member(s) for consistency with the requirements in the Storm Water Pollution Prevention Plan

## PHASE 2 ASSESSMENT

After identifying who is responsible for developing and implementing your plan and organizing your planning process, you should proceed to this next Phase - **the pollutant source assessment phase**. This is where you take a look at your facility and determine what materials or practices are (or may be) a source of contaminants to the storm water running off your site. To complete this phase, you will:

- (A) create a map of the facility site to locate pollutant sources and determine storm water management opportunities,
- (B) identify potential pollutant sources
- (C) evaluate past spills and leaks,
- (D) identify non-storm water discharges and illicit connections,
- (E) collect or evaluate storm water quality data, and
- (F) summarize the findings of this assessment.

To select the most appropriate and effective control measures, consider that potential pollutant sources include areas where materials are handled or stored, outdoor processing areas, loading and unloading areas, and on-site waste management and disposal areas.

### **(A) DEVELOPING A SITE MAP**

The site map is basically an illustration of the overall site and location, and indicate property boundaries, buildings, and operation or process areas, as well as provide information on drainage, storm water control structures, and receiving streams. (Ideally the map should be drawn to scale; however, your best approximation is appropriate.) Locating these features on the map will help you assess where potential storm water pollutants are located on your site, where they mix with storm water and where the storm water leaves your site.

**At a minimum, the site map must include information on the following:**

- Property boundaries, buildings, paved areas
- An outline of the drainage area of each storm water outfall, including:
  - Drainage patterns
  - Direction of flow
  - Discharge points ("outfalls")
- Existing structural control measures (physically constructed features used to control storm water flows)
- On-site surface water bodies, including any neighboring stream, river, lake, or other water body receiving storm water discharges from the site

- All activities (operation or process areas) that may potentially be significant pollutant sources, including<sup>2</sup>:

- Locations of significant materials exposed to storm water
- Locations of spills or leaks (during the past three years)
- Locations for each of the following activities (where exposed to storm water):
  - fueling stations
  - loading and unloading areas
  - vehicle or equipment maintenance and/or cleaning areas
  - liquid storage tanks
  - outside manufacturing or processing areas
  - industrial waste management areas (locations used for treatment, storage, or disposal areas of waste such as waste piles, treatment plants, disposal areas)
  - storage areas for raw materials, by-products, and finished products.

**Worksheet #2 - Developing a Site Map** (located at the end of this guide) provides guidance on developing your site map.

## **(B) IDENTIFY POTENTIAL POLLUTANT SOURCES**

### **1. Material Inventory**

In this part of the Assessment Phase, you will be preparing an inventory of significant materials at your site. Significant materials are substances related to industrial activities such as process chemicals, raw materials, fuels, pesticides and fertilizers. When these substances are exposed to storm water runoff, they may be carried to a receiving stream with the storm water flow. Maintaining an up-to-date material inventory is an efficient way to identify what materials are handled on-site and which may contribute to storm water contamination problems.

**Each facility should conduct an inventory of significant materials at the site. Worksheet #3 - Material Inventory can be used to complete the material inventory.**

By using the material inventory you can identify those substances that may be exposed to storm water and then identify the measures that you have taken to prevent the contact of these materials with storm water.

### **2. Exposed Materials**

Use the materials inventory of significant materials to:

- **Provide a narrative description of the:**
  - ☐ methods and location of storage and on-site disposal for these materials;
  - ☐ materials management practices used to minimize contact of these materials with storm water runoff;
  - ☐ a description of existing structural and non-structural control measures to reduce pollutants in storm water runoff, and,
  - ☐ treatment, if any, the storm water receives.

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<sup>2</sup> This information to be included on the site map will be obtained by completing the remaining sections of **Phase 2 - Assessment**, namely the (B) Identify Potential Pollutant Sources, (C) Identifying Past Spills and Leaks, and (F) Site Evaluation Summary..

(Note:- Structural practices are fixed equipment such as berms, detention ponds, or grassed swales. Non-structural practices may include regularly scheduled actions such as sweeping or inspections.)

If any of the significant materials listed on **Worksheet #3 - Material Inventory** are exposed to storm water prior to the effective date of your permit, complete **Worksheet #3A - Description of Exposed Significant Material** and include it in your plan.

### (C) IDENTIFYING PAST SPILLS AND LEAKS

Provide a list of spills and leaks in the past 3 years which resulted in:

- the existence of a "hazardous condition" (the definition of "hazardous condition" can be found in the Glossary), and,
- the spill or leak resulted in the release of a substance that would allow that substance to be exposed to storm water.

**Worksheet #4- History of "Hazardous Condition" Reporting** (located at the end of this guide) can help you organize this history of "hazardous conditions." The areas on your site where significant leaks or spills have occurred are areas on which you should focus very closely when selecting BMPs. You will also want to identify the pollution prevention measures that have been taken, if any, to prevent any reoccurrence of the "hazardous condition".

In addition to the history of reportable "hazardous conditions", **Worksheet #4- History of "Hazardous Condition" Reporting** should be maintained to compile a list of the incidences of any "hazardous condition" that occur after October 1, 1992.

### (D) NON-STORM WATER DISCHARGES

The pollution prevention plan must include a certification that all storm water outfalls have been tested or evaluated for the presence of non-storm water discharges. To certify that your facility has been tested or evaluated for non-storm water discharges, you must:

- **Identify** potential non-storm water discharges
- **Describe** the method used and results of any test and/or evaluation for such discharges
- **Indicate** the location of the on-site drainage points that were checked during the test or evaluation
- **Provide** the date of the test or evaluation. (If you cannot test or evaluate potential non-storm water discharges, notice must still be made by certification.)

Examples of non-storm water discharges include:

- any water used directly in the manufacturing process (process water),
- air conditioner condensate,
- non-contact cooling water,
- vehicle wash water, or
- sanitary wastes.

To check for non-storm water discharges, you can use one of the following three common dry weather tests:

- visual inspection;
- plant schematic review; and/or,
- dye testing.

**Worksheet #5 - Non-Storm Water Discharge Assessment and Certification** (located at the end of this guide) will assist you in conducting a non-storm water discharge assessment and certification for outfalls at your site. If you are unable to test and/or provide certification for the presence of non-storm water discharges, please refer to **Worksheet #6 - Non-Storm Water Discharge Assessment and Failure to Certify Notification**.

**(E) EXISTING MONITORING DATA**

Where existing storm water sampling data are available, the facility must:

- (1) **provide** a summary of any existing storm water sampling data and
- (2) **describe** the sample collection procedures used.

**(F) SITE EVALUATION SUMMARY**

In this step of the plan you will provide a narrative description of activities with a high potential to contaminate storm water at your site. This description will include areas, activities, or materials including those associated with materials loading and unloading, outdoor storage, waste disposal, and significant dust or particulate generating activities that may contribute pollutants to storm water runoff from the site. In this site evaluation summary, also include:

- ⇒ an identification of the types of pollutants from any existing runoff water quality information, if available, and,
- ⇒ an estimation of the amounts of pollutants likely to be discharged for each drainage area

With this information, one can select the most appropriate BMPs to prevent or control pollutants from these areas.

**For each source of storm water pollutants, existing management practices should be identified and potential BMP options to address the remaining pollutant sources should also be identified. Use WORKSHEET #7 - SITE EVALUATION SUMMARY located at the end of this guide.**

## PHASE 3 BMP SELECTION

Once you have identified and assessed potential and existing sources of storm water contamination at your site, the next step is to identify Best Management Practices (BMPs) that will address the pollutant sources. To satisfy the requirements of this phase, at a minimum, you must incorporate into your pollution prevention plan the following nine "baseline" BMPs: (A) good housekeeping, (B) preventive maintenance, (C) visual inspections, (D) spill prevention and response, (E) sediment and erosion prevention, (F) traditional storm water management practices, (G) BMPs selected from the Site Evaluation Summary (**Worksheet #7**) to address particular pollutant sources or activities on the site, (H) employee training, and (I) record keeping and reporting. A number of these BMPs are discussed below.

**Worksheet #8 - Best Management Practice Identification** at the end of this guide can be used to complete this phase.

### (A) GOOD HOUSEKEEPING

Good housekeeping practices are designed to maintain a clean and orderly work environment. Often the most effective first step towards preventing pollution in storm water from industrial sites involves merely using good common sense to improve basic housekeeping methods. The following are some simple procedures that can be incorporated into an effective good housekeeping program:

- **Improve** operation and maintenance of industrial machinery and processes.
- **Implement** careful material storage practices.
- **Maintain** up-to-date material inventory.
  - Identify all chemical substances present in the workplace.
  - Label all containers showing name and type of substance, stock number, etc.
- **Schedule** routine cleanup operations.
- **Maintain** well-organized work areas.
- **Train** employees about good housekeeping practices.

### (B) PREVENTIVE MAINTENANCE

Each permittee must develop a preventive maintenance program that involves inspections and maintenance of storm water management devices and routine inspections of site operations to detect faulty equipment. Equipment (such as tanks, containers, and drums) should be checked regularly for signs of deterioration.

### (C) VISUAL INSPECTIONS

Regular visual inspections are your means to ensure that all of the elements of the plan are in place and working properly to prevent pollution of storm water runoff from your site location. Consider the following when conducting visual inspections:

- **Designate** qualified, trained plant personnel to regularly inspect the facility's equipment and areas, track results of inspections, make necessary changes, and maintain records of all inspections
- **Ensure** that inspection records note when inspections were done, who conducted the inspection, what areas were inspected, what problems were found, and what steps were taken to correct any problems.

These records should be kept with the plan.

#### **(D) SPILL PREVENTION AND RESPONSE**

Areas where spills are likely to occur and their drainage points must be clearly identified in the storm water pollution prevention plan. You should ensure that employees are aware of material handling and storage requirements, spill response procedures and clean up procedures. Also ensure that there is appropriate spill cleanup equipment and access to that equipment.

##### **SPILL PREVENTION PLAN CONSIDERATIONS:**

- **Install** leak detection devices.
- **Adopt** good housekeeping practices.
- **Perform** regular visual inspections to identify areas for potential leaks or spills.
- **Reduce, reuse, and recycle** process materials to minimize waste on-site.

##### **SPILL RESPONSE PLAN CONSIDERATIONS:**

- **Identify** a spill response team to implement the spill response plan.
- **Identify** safety measures.
- **Include** procedures for notifying appropriate authorities (police, fire, hospital, Publicly Owned Treatment Works [POTW], etc.) in the event of a spill.
- **Describe** spill containment, diversion, isolation, and cleanup practices.

#### **(E) SEDIMENT AND EROSION CONTROL**

The site's pollution prevention plan must identify activities that present a potential for significant soil erosion and measures taken to control such erosion.

#### **(F) MANAGEMENT OF RUNOFF**

Permittees must describe existing storm water controls (controls that divert or direct the flow of storm water rather than the pollutant, i.e. using a berm to divert storm water around a storage pile) found at the site and the appropriateness of any additional storm water controls that can be implemented to improve the prevention and control of polluted storm water. Examples include: run-on controls, vegetative swales, reuse of collected storm water, infiltration trenches, and detention ponds.

Based on an assessment of the potential of various sources at the plant to contribute pollutants to storm water discharges, storm water controls shown to be reasonable and appropriate must be implemented and maintained.

## **PHASE 4 IMPLEMENTATION**

At this point, you have designed your Storm Water Pollution Prevention Plan and the plan has been approved by facility management. Under the implementation phase, you must (A) **implement** the selected storm water BMPs, and (B) **train all employees** to carry out the goals of the plan.

### **(A) IMPLEMENTING APPROPRIATE CONTROLS**

In implementing the plan, a facility will:

- **Develop a schedule** for implementing the storm water pollution prevention controls.
- **Assign** specific individuals with responsibility for implementing aspects of the plan and/or monitoring the progress of implementation.
- **Ensure** that management approves of your implementation schedule and strategy, and schedule regular times for reporting progress to management.

### **(B) EMPLOYEE TRAINING**

Permittees must develop an employee training program that covers such topics as spill prevention and response, good housekeeping, and material management practices.

The goals of a training program are to teach personnel, at all levels of responsibility, the components and goals of the storm water pollution prevention plan and to create overall sensitivity to storm water pollution prevention concerns. The plan must include a schedule for the training programs.

## PHASE 5 EVALUATION

Now that your Storm Water Pollution Prevention Plan has been put to action, you must keep it up-to-date by regularly evaluating the information you collected in the Assessment Phase and the controls you selected in the Plan Design Phase. Specifically, you must (A) CONDUCT SITE EVALUATIONS, (B) KEEP RECORDS OF ALL INSPECTIONS AND REPORTS, and (C) REVISE THE POLLUTION PREVENTION PLAN AS NEEDED.

### (A) ANNUAL SITE COMPLIANCE EVALUATION

Qualified personnel must conduct site compliance evaluations at appropriate intervals, but at least once a year. As part of your compliance evaluations, you are required to carry out the following:

- **Inspect** storm water drainage areas for evidence of pollutants entering the drainage system.
- Based on the results of the inspection, **evaluate** the effectiveness of pollution prevention measures (BMPs). For example, determine if your site is cleaner or gauge whether employees are more familiar with good housekeeping measures and spill prevention/response practices.
- **Observe** structural storm water measures, sediment controls, and other storm water BMPs to ensure proper operation. Also, visually inspect equipment needed to implement the plan, such as spill response equipment.
- **Revise** the plan as needed within 2 weeks of an inspection and implement any necessary changes within 12 weeks of the inspection.
- **Prepare** a report summarizing the extent of the inspection, the inspection results, follow-up actions, the date of the inspection and the personnel who conducted the inspection.
- **Sign** the report and keep it with the plan. Refer to **PHASE 6 - A. Required Signatures** of this document for a description of who needs to sign the inspection report along with the required certification statements.

### (B) RECORD KEEPING AND INTERNAL REPORTING

A copy of the storm water pollution prevention plan, records of all monitoring information, copies of all reports required by the general permit and records of all data used to complete the Notice of Intent must be retained for the duration of the permit or for a period of at least three years from the date of the measurement, report, inspection, etc.

**Note:** Monitoring results shall be retained. Since permits can only be issued for a maximum of five years, these results may be needed in the re-notification (permit renewal) process.

### (C) PLAN REVISIONS

Major changes in a facility's design, construction, operation, or maintenance will necessitate changes in that facility's Storm Water Pollution Prevention Plan. The plan will also need to be revised if the storm water pollution prevention plan proves to be ineffective in achieving the general objectives of controlling pollutants in the storm water discharge.

Facilities covered under Iowa's NPDES General Permit No. 3 must comply with applicable requirements in municipal storm water management programs developed under NPDES permits issued for the discharge from the

municipal separate storm sewer system that receives the facility's discharge. The discharger, however, will be notified of the requirements resulting from the municipal storm water management program.

## **PHASE 6 GENERAL REQUIREMENTS**

This section provides guidance on some of the administrative requirements related to organizing and developing your Storm Water Pollution Prevention Plan. The guidance covers: (A) required SIGNATURES, (B) requirements for PLAN LOCATION AND ACCESS, (C) Director-required PLAN MODIFICATIONS, (D) NOTICE OF DISCONTINUATION, (E) RELOCATION, and (F) TRANSFERRING PERMIT.

### **(A) REQUIRED SIGNATURES**

All Notices of Intent, Notices of Relocation, storm water pollution prevention plans, reports, certifications or information either submitted to the IDNR or the operator of a large or medium municipal separate storm sewer system must be signed by an "authorized representative," who is a person at or near the top of your facility's management chain (the president, vice president, or other authority as provided for in 64.3(8)(a) ) who has been delegated the authority to sign and certify this type of document.

**Any person signing documents required by Iowa's General Permit No. 3 is required to make the following certification:**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

### **(B) PLAN LOCATION AND PUBLIC ACCESS**

All plans are required to be maintained at the site of the activity. The Pollution Prevention Plans must be made available to the IDNR upon request. If the storm water discharges to a medium or large municipal storm sewer system, the plans must be made available to the municipal operator of the system.

All storm water pollution prevention plans received by the IDNR are considered to be reports that shall be made available to the public. However, the permittee may claim any portion of the plan as confidential in accordance with Chapter 22 of the Code of Iowa and Iowa Administrative Code (561)--2.5.

### **(C) IDNR REQUIRED PLAN MODIFICATIONS**

The IDNR may review the pollution prevention plan at any time and may notify the permittee that the plan does not meet one or more of the minimum standards established by the pollution prevention plan requirements. In this case, the IDNR will notify the discharger of the changes that you must make to improve the plan. The permittee shall make changes to the plan and shall submit to the IDNR a written certification that the requested changes have been made. Unless otherwise provided by the IDNR, the permittee shall have 30 days after such notification to make the necessary changes.

**(D) NOTICE OF DISCONTINUATION (NOD)**

A storm water discharge that is covered under the general permit is required to notify the Iowa IDNR that the discharge has been discontinued at a site. This notification is made by providing the IDNR with a Notice of Discontinuation within 30 days of the discontinuance of the discharge.

Information to be included on the Notice of Discontinuation includes the following:

- A. the name of the owner/operator to which the permit was issued;
- B. the general permit number and permit authorization number;
- C. site location number,
- D. project name and address /location of site,
- E. The date the discharge will be or has been discontinued, and
- F. a signed certification.

When a portable facility is re-located to a new site a notice of discontinuation is required to close the former site.

**(E) RELOCATION.**

When a facility is moved to another site while still covered by a storm water permit the Department must be notified in writing at least 24 hours prior to being moved. The notification shall include all information in the NOI, the complete permit authorization number, a proof of public notice is required if the site has not been previously authorize by the IDNR.

Information to be included on the Notice of Relocation includes the following:

- A. the name of the owner/operator to which the permit was issued;
- B. the general permit number and permit authorization number;
- C. site location number,
- D. Project name and address /location of site,
- E. The estimated date the discharge will be discontinued, and
- F. a signed certification.

A sample **Notice of Discontinuation** and a **Notice of Relocation** can be found at the end of this document. The **Notice of Discontinuation** and **Notice of Relocation** notice should be mailed to the following address:

**Storm Water Coordinator  
Iowa Department of Natural Resources  
Henry A. Wallace Building  
502 E. 9th Street  
Des Moines, Iowa 50319-0034**

**(F) TRANSFERRING THE TITLE OF THE PERMIT**

If the title is transferred of any facility or activity having a "*storm water discharge associated with industrial activity*" covered under Iowa's NPDES General Permit No. 3, the new owners are subject to all terms and conditions of the general permit. When the title is changed, the IDNR shall be notified within 30 days with the following information:

- (1) IDNR AUTHORIZATION NUMBER FOR THE STORM WATER DISCHARGE THAT IS BEING TRANSFERRED
- (2) NAME, ADDRESS , AND PHONE NUMBER OF THE PERMITTED OWNER
- (3) NAME, ADDRESS, AND PHONE NUMBER OF THE NEW OWNER
- (4) DATE OF TITLE TRANSFER

## PHASE 7 SPECIAL REQUIREMENTS

In addition to the minimum "baseline" BMPs discussed in previous sections, facilities may be subject to additional "special" requirements. Not all facilities will have to include these special requirements in their Storm Water Pollution Prevention Plan. Be sure to check your permit closely for these conditions. In particular, Iowa's NPDES General Permit No. 3 includes special requirements for: **(A) FACILITIES THAT DISCHARGE STORM WATER THROUGH LARGE OR MEDIUM MUNICIPAL SEPARATE STORM SEWER SYSTEMS**; and **(B) FACILITIES WITH SALT STORAGE PILES**.

### **(A) SPECIAL REQUIREMENTS FOR DISCHARGES THROUGH MUNICIPAL SEPARATE STORM SEWER SYSTEMS**

Industrial facilities that discharge storm water through a "*large or medium municipal separate storm sewer system*" (serving a population of 100,000 or more) must comply with any applicable conditions established by the municipality's storm water management program. These facilities will be notified by the municipality of the requirements.

### **(B) SPECIAL REQUIREMENTS FOR SALT STORAGE PILES**

- Salt storage piles used for deicing or other commercial purposes must be enclosed or covered to prevent exposure to storm water (except when salt is being added or removed from the pile). Please note that piles do not need to be enclosed or covered where storm water is not discharged to waters of the United States.

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502 E. 9th Street  
Des Moines, IA 50319-0034

**"Final Stabilization"** means that all soil disturbing activities at the site have been completed, and that a uniform perennial vegetative cover with a density of 70% for the area has been established or equivalent stabilization measures have been employed.

**SIGNATORY REQUIREMENTS.** All Notices of Intent, storm water pollution prevention plans, reports, certifications or information either submitted to the Department or the operator of a large or medium municipal separate storm sewer system, or that this permit requires be maintained by the permittee, shall be signed in accordance with rule 567--64.3(8) of the Iowa Administrative Code as follows:

64.3(8) *Identity of signatories of operation permit applications.* The person who signs the application for an operation permit shall be:

- a. *Corporations.* In the case of corporations, a principal executive officer of at least the level of vice-president.
- b. *Partnerships.* In the case of a partnership, a general partner.
- c. *Sole proprietorships.* In the case of a sole proprietorship, the proprietor.
- d. *Public facilities.* In the case of a municipal, state, or other public facility, by either the principal executive officer, or the ranking elected official.

The person who signs NPDES reports shall be the same, except that in the case of a corporation or a public body, monitoring reports required under the terms of the permit may be submitted by the person who is responsible for the overall operation of the facility from which the discharge originated.